

## Administrative Permit: Shared Parking Agreement

EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,915
ENVIRONMENTAL			
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$1,915</b>			

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

### **PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [346S Supplemental Application](#)
- [511 Notice of Proposed Administrative Permit](#)
- [514 Public Notice Certification](#)
- [LUEG:SW Storm Water Intake Form for Development Projects](#)

### **PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plan: **Eight (8) hard copies.**  
 If in Alpine CPG area: **Nine (9) hard copies.**  
 If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**
- Shared Parking Agreement: **One (1) hard copy** (signed by applicant and the other property owner(s) providing off-street parking spaces subject to the Shared Parking Agreement).
- Public Notice Package (see PDS-516 for Specific Requirements).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [346S Supplemental Application](#): **One (1) hard copy.**
- [511 Notice of Proposed Administrative Permit](#): **One (1) hard copy.**

### **PART C:**

All items below are informational only and not to be submitted.

- [090 Typical Plot Plan](#)

<a href="#">209</a>	<a href="#">Defense and Indemnification Agreement FAQs</a>
<a href="#">515</a>	<a href="#">Public Notice Procedure</a>
<a href="#">516</a>	<a href="#">Public Notice Applicant's Guide</a>
<a href="#">906</a>	<a href="#">Signature Requirements</a>
	<a href="#">Policy G-3: Determination of Legal Parcel</a>

**Submittal Appointments are no longer required.**  
**Check-in at the main PDS counter no later than 3:30 p.m.**  
**Submittal package MUST BE complete.**

**NOTES:**

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. The Planning & Development Services Director may require submittal of a parking study, prepared by a qualified traffic or parking consultant, to assist in determining the appropriate shared parking reduction.
5. Plot plans and elevation drawings are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
6. Do not collect DPW deposit, but advise applicant that it may be necessary after field visit by planner if there are access or safe sight distance issues.
7. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property and a minimum of 20 different owners.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.